



Iowa College AmeriCorps Program

Congratulations on completing your AmeriCorps term!

To make the exit process as simple as possible, we have combined all the needed documents into a final booklet. Once this fully completed document reaches Iowa Campus Compact (with all appropriate paperwork/timesheets on file and up to date), you will be exited and your education award will appear within a few days on the MyAmeriCorps portal.

The Exit Packet must be received by Iowa Campus Compact **within 30 days of the member's end date** as listed on their IowaGrants timesheets. Scanned documents can be sent to iowacollegeamericorps@gmail.com.

Required ACTIONS prior to exit	
<input type="checkbox"/>	All timesheets are submitted and approved
<input type="checkbox"/>	Member has served at least their minimum hours (300 or 450)
<input type="checkbox"/>	Member has service or training hours logged in IowaGrants on their end date
<input type="checkbox"/>	Member has at least 1 training hour (preferably more) logged in IowaGrants
<input type="checkbox"/>	Member has not exceeded the 10% fundraising and 20% training hourly maximum
<input type="checkbox"/>	Member has completed all required trainings as indicated on their Training Certification Form
<input type="checkbox"/>	Member has complied with all AmeriCorps regulations including prohibited activities regulations
<input type="checkbox"/>	Member has provided either IACC or the site supervisor with their performance measures
<input type="checkbox"/>	AmeriCorps exit application is complete
Required DOCUMENTS completed prior to exit	
<input type="checkbox"/>	Program Evaluation is complete and attached
<input type="checkbox"/>	Member self-evaluation is completed and attached
<input type="checkbox"/>	Supervisor self-evaluation is completed and attached (must be completed for all members)
<input type="checkbox"/>	Member has completed the Post-Service Survey (http://iowacollegeamericorps.weebly.com/member-post-service-survey.html)

Step One: Complete and submit your AmeriCorps exit application

SIGN	This step MUST be completed in order for you to receive your education award.
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This step **MUST** be completed **no later than 30 calendar days after your last day of service** as indicated on IowaGrants.

- ◆ Log on to my.americorps.gov
- ◆ Complete and submit the exit application (contact Justin Ellis at jellis@iwc.edu if your exit application is not available)

Step Two: Complete and submit your evaluations

SIGN	These documents MUST be received by Iowa Campus Compact in order for you to receive your education award.
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- ◆ Page 2 | Program Evaluation
- ◆ Page 3 | Member Evaluation
- ◆ Page 4 | Reflection (optional)
- ◆ Page 5 | Supervisor Evaluation

This section of the packet must be received (digital or otherwise) by Iowa Campus Compact **within 30 calendar days after the member's start date** as indicated on the Agreement. Scanned documents can be sent to iowacollegeamericorps@gmail.com.

Step Three: Send documents to Iowa Campus Compact

SEND	Digital or scanned copies can be sent to iowacollegeamericorps@gmail.com .
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These documents **MUST** be received by IACC in order for you successfully exit the program.

Digital copies of this section of the packet must be received by Iowa Campus Compact **within 30 calendar days after the member's last day of service** as indicated on their IowaGrants timesheets. Scanned documents can be sent to iowacollegeamericorps@gmail.com.

Program Evaluation

Iowa Campus Compact is dedicated to ensuring our AmeriCorps members have a rewarding experience. Without honest feedback, we are unable to make improvements in order to enhance our performance and future AmeriCorps member's experience. Please take a brief moment to share you experience with this program.

What did you enjoy most about your ICAP experience?

- Training/Professional Development
- Education Award
- Helping the community
- Serving with Friends
- Meeting new people
- Making a positive difference in other's lives
- Gaining a deeper understanding of social problems or issues
- Other (please list): _____

How would you rate your experience in the program overall? (circle one)

Poor	OK	Good	Excellent
1	2	3	4

If you answered **POOR, OK, or GOOD**, what would have made your experience better?
If you answered **EXCELLENT**, what made your experience excellent?

Do you feel participating in this program was worth your time? (circle one)

Not at all	Slightly	Moderately	Very	Extremely
1	2	3	4	5

If you answered **NOT AT ALL, SLIGHTLY, MODERATELY**, what would have made this program more worth your time?
If you answered **VERY or EXTREMELY**, what do you feel made this program worth your time?

To what extent would you recommend this program to a friend? (circle one)

Not at all	Slightly	Moderately	Very	Extremely
1	2	3	4	5

If you answered **NOT AT ALL, SLIGHTLY, or MODERATELY**, what would make you more likely to recommend this program to a friend?
If you answered **VERY or EXTREMELY**, why would you recommend this program to a friend?

Member Information

Member: _____
 Host Site: _____

Member Evaluation

AmeriCorps member development is an important goal of ICAP. Without honest feedback, members and site supervisors are unable to make improvements to enhance their performance and their experience. Performance evaluations are intended to be a mutual exchange of information, enabling members to progress toward their optimal performance potential.

I feel that in general I ...

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA			
Professionalism								
Was able to serve with limited supervision	7	6	5	4	3	2	1	0
Professionally interacted with students, clients, and/or staff	7	6	5	4	3	2	1	0
Regularly and consistently showed up on time	7	6	5	4	3	2	1	0
Responsibility								
Set priorities, anticipated needs, and avoided schedule conflicts	7	6	5	4	3	2	1	0
Followed through on tasks and projects	7	6	5	4	3	2	1	0
Had a high level of attention to detail	7	6	5	4	3	2	1	0
Regularly and consistently complete tasks on time	7	6	5	4	3	2	1	0
Performance								
Made significant improvements to programs and/or successfully sustained current programs	7	6	5	4	3	2	1	0
Was able to focus on a specific project or program	7	6	5	4	3	2	1	0
Was genuinely interested in serving at my organization	7	6	5	4	3	2	1	0

Have you met performance requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you completed all required service hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total hours completed: _____ Last day you served hours on IowaGrants: _____		
Have you submitted all timesheets on time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

 Member Signature Date

Member Information

Member: _____

Host Site: _____

Supervisor Evaluation

I feel that in general this ICAP member ...

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA			
Professionalism								
Was able to serve with limited supervision	7	6	5	4	3	2	1	0
Professionally interacted with students, clients, and/or staff	7	6	5	4	3	2	1	0
Regularly and consistently showed up on time	7	6	5	4	3	2	1	0
Responsibility								
Set priorities, anticipated needs, and avoided schedule conflicts	7	6	5	4	3	2	1	0
Followed through on tasks and projects	7	6	5	4	3	2	1	0
Had a high level of attention to detail	7	6	5	4	3	2	1	0
Regularly and consistently complete tasks on time	7	6	5	4	3	2	1	0
Performance								
Made significant improvements to programs and/or successfully sustained current programs	7	6	5	4	3	2	1	0
Was able to focus on a specific project or program	7	6	5	4	3	2	1	0
Was genuinely interested in serving at my organization	7	6	5	4	3	2	1	0

Has the member met performance requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the member completed all required service hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total hours completed: _____ Last day the member served hours on IowaGrants: _____		
Has the member submitted all timesheets on time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has this member served satisfactorily?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please note: an unsatisfactory performance results in the member being unable to enroll in any future AmeriCorps program, including but not limited to ICAP, AmeriCorps VISTA, AmeriCorps State/National Programs, and NCCC.		

Supervisor Signature

Date